

Registering Students for the 2015 CRT-Alternate Assessment

- A very small percentage of the population will be administered the CRT-Alt. This form of the CRT is only available to students who have an IEP and who meet the criteria as a student with a significant cognitive disability.
- The case managers need to notify the system test coordinator as soon as possible of the students at each grade level who need to be administered the CRT-Alt. The materials for the CRT-Alt take time to produce, and it is important that this task is not put off until the last minute.
- All students who are eligible for the CRT-Alt must be registered for the 2015 administration **including students who have been registered for and taken the CRT-Alt in previous years.**
- Guidelines for eligibility for the CRT-Alt are online at http://www.opi.mt.gov/pdf/Assessment/CRT/13IncludeStudents_disabilities.pdf
- Below is a table with the registration windows for students eligible for the CRT-Alt. It is extremely important that you register students currently enrolled during the first window. After December 1, the windows are specifically for students newly enrolled in your schools.

Registration Windows for Students Eligible for the CRT- Alternate

Registration Windows for the Spring 2015 CRT-Alternate	
October 6 - December 1, 2014	For students currently enrolled in your school
January 2 – January 15, 2015	For students who enroll in your school after December 2, 2014
After January 15, 2015	For students who enroll after January 15, 2015, please contact Ashley Makowski at 406-444-3511 or amakowski@mt.gov

Registration Instructions for Students Eligible for the CRT-Alternate

1. Go to <http://iServices.MeasuredProgress.org>
2. Select "**Montana Alternate Assessment.**"
3. Click "**CRT-ALT Student Registration.**"
4. Click **CRT Alternate Registration** at the bottom of the page.
 - a. Be patient. The next page may take some time to load.
5. Complete the bold fields of page 1 of the form.
 - a. Page 1 allows you to add 4 students.
6. Click "**Continue**" to go to Page 2.
7. Additional students can be added on Page 2. Otherwise, submit the form.

Additional Registrations/Changes

1. Complete a separate form for each school.
2. Submit two forms for schools registering more than 15 students.
3. New students can be added to a school at any time during the registration window by submitting the new form.
4. Edits or changes can be resolved by contacting Tim Greenlaw at Greenlaw.timothy@measuredprogress.org or 1-800-431-8901 x 2309.
 - a. DO NOT include student names in emails.

Contact Information

- If you do not have your student's 9-digit State Student ID number, contact your AIM System Administrator or the OPI AIM Helpdesk toll free at 1-877-4AIMMT1 (1-877-424-6681) or the Helena OPI AIM number, 406-444-3800.
- If you do not have the MARS password for your system, contact Ashley Makowski at OPI, 406-444-3511.
- For additional questions or if you are having difficulty accessing the registration site, contact Tim Greenlaw, (800)431-8901 Ext. 2309, greenlaw.timothy@measuredprogress.org or the Measured Progress Montana Help Desk at (888)792-2741